

**TOWN OF MANCHESTER, CONNECTICUT**  
**REQUEST FOR LEAVE OF ABSENCE**

**Instructions:** Complete lines indicated. For items in Column I, retain form in Department files only. For items in Column II, forward to Human Resources Department for approval distribution.

**Column I**

/ ☐ / Annual Leave (A&B)  
/ ☐ / Vacation (A&B)  
/ ☐ / Earned Day (A&B)  
/ ☐ / Personal Day (A&B)  
/ ☐ / Compensatory Time (A&B)  
/ ☐ / Dr.'s Time (A&B)  
/ ☐ / Other (A&B) Describe: \_\_\_\_\_

**Column II**

/ ☐ / Leave Without Pay (all)  
/ ☐ / Additional Sick Leave (all)  
/ ☐ / Sick Days (Complete when 3+ sick days occur-Family Medical Lease may apply (all)  
/ ☐ / Military Leave (all)\*  
/ ☐ / Jury Duty (A&B)  
/ ☐ / Other (A&B) Describe: \_\_\_\_\_

**A. EMPLOYEE**

1. Name \_\_\_\_\_ Dept. \_\_\_\_\_
2. Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months
3. Date(s) and Amount(s) of Time Requested: \_\_\_\_\_  
\_\_\_\_\_
4. If requesting ADDITIONAL SICK LEAVE, I understand that I must first use all my accrued sick, vacation, personal and earned days. If requesting FAMILY MEDICAL LEAVE, I understand that: (a) if for my own health, I must first use all my accrued sick days, then paid vacation, personal and earned days will be used; (b) if for health of family member, I must first use all my accrued vacation, personal and earned days.
5. Accrual Balance: For Column I requests, complete only related accrual. For Column II requests, complete all six sections.

Annual Leave _____ Hrs.	Military Time _____ Hrs.
Vacation _____ Hrs.	Sick Time _____ Hrs.
Earned Time _____ Hrs.	Personal Time _____ Hrs.
	Comp. Time _____ Hrs.
6. Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**B. DEPARTMENT HEAD** Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
*(\*If military leave, use calendar year per CGS Sec. 7-461 1/1-12/31. Review to see if employee has already used time and, if so, leave MLWOP or use other accrued time.)*

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_

**C. HUMAN RESOURCES DEPT** Accruals confirmed by: \_\_\_\_\_ Date \_\_\_\_\_

**D. GENERAL MANAGER** Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Comments/Other: \_\_\_\_\_

Signature of General Manager \_\_\_\_\_ Date \_\_\_\_\_

**E. HUMAN RESOURCES DEPT** Copy for personnel file; forward original to department.